

# Chapter 5

## Release of Information

### 5-1. Release of official Information

The DOD policy requires any official information intended for public release that pertains to military matters, national security issues, or subjects of significant concern to the DOD be cleared by appropriate security review and PA offices prior to release. This includes materials placed on the Internet or released via similar electronic media.

### 5-2. Impartial and objective dissemination

Information about policies of the United States and its allies will be disseminated impartially and objectively, according to local command guidance.

### 5-3. Authority to release information

a. *General procedures.* The Office of the Secretary of Defense (OSD) normally releases general military information on the overall plans, policies, programs, or operations of the DOD, the DA, or the Federal Government. Information that meets any of the criteria below will be submitted to the OCPA for OSD clearance prior to release. Doubtful cases also will be submitted for clearance. Prior unofficial publication of information does not constitute authority for official release.

- (1) Information that originates from, or is proposed for release at, the Seat of Government.
- (2) Information that is or has the potential to become an item of national interest or international interest.
- (3) Information and public statements with foreign policy or foreign relations implications.
- (4) Information and public statements concerning high-level military or DOD policy.
- (5) Information concerning U.S. Government policy or policy within the purview of other Government agencies.
- (6) Information approved by HQDA for release by OSD.
- (7) Information on subjects of potential controversy among the military Services or with other Federal agencies.

(8) Initial information on new weapons or weapon systems or significant modifications or improvements to existing weapon systems, equipment, or techniques.

(9) Information on significant military operations, potential operations, OPSEC, and military exercises.

(10) Information on military applications in space.

(11) Information on weapons of mass destruction (including nuclear weapons) and the components of such weapons including —

(a) Nuclear weapons effects research.

(b) Chemical warfare and defensive biological and toxic research.

(c) High-energy lasers and particle beams technology.

(d) Nuclear, biological, and chemical (NBC) defense testing and production, policies, programs, and activities.

(12) Information on National Command Authorities and National Command Authority command posts.

(13) Information and materials, including submissions by defense contractors, involving critical military technology.

(14) Information concerning communications security, electronic warfare, signal intelligence, and computer security.

(15) Initial announcement of general officer assignments.

(16) Initial announcement of awarded Army contracts will be made in accordance with the applicable provisions of the FAR, the Defense Federal Acquisition Regulation Supplement, and the Army Federal Acquisition Regulation Supplement (AFARS).

(17) Lists of names and/or duty addresses of military personnel assigned to units that are sensitive, routinely deployed, or stationed in a foreign territory (see [app E](#)).

(18) Casualty information on key U.S. Government personnel or equivalent foreign government personnel.

(19) Information on activation, inactivation, or reorganization of AA brigade or larger units.

(20) Information on DOD counterterrorist activities as defined by DOD policy.

*b. Headquarters, Department of the Army.*

(1) The OCPA has authority to release information about the Army as a whole. Such information is normally obtained from the ARSTAF agency having primary interest and is cleared, as necessary, with OSD. The ARSTAF agencies with technical liaison officers or PAOs may respond directly to requests for routine information.

(2) The OCPA will coordinate with the OCLL, other DA Staff agencies as appropriate, and the OASD (PA) on all replies to congressional inquiries, requests, or other transmittals of information which may have significant PA implications prior to such information being forwarded to Congress by the OCLL.

(3) Interviews and press conferences at the Pentagon will be arranged by the OCPA. These events will be monitored by the PAO or by the PA liaison officer of the ARSTAF agency concerned.

*c. Commands below Headquarters, Department of the Army level.*

(1) Commanders below HQDA level are authorized to release information that is wholly within the mission and scope of their commands and is not restricted by the provisions of paragraphs *a* and *b*, above, to local media. Normally, such information is submitted to the appropriate PAO who will prepare material for release and ensure a security review is conducted. The PAO either will grant clearance or forward the information to the appropriate headquarters for clearance.

(2) Commanders below HQDA level will inform the OCPA, through command channels as soon as possible, when national news media requests have been received or situations concerning their commands exist that have the potential for national exposure. Local commanders have maximum flexibility in releasing information. However, local commanders should alert the OCPA of national media interest in a particular subject so that it may be determined if the national media is pursuing it at more than one location. National media are defined as network television (to include local affiliates if national interest is likely), national news magazines, or metropolitan newspapers with national distribution such as the New York Times or Washington Post.

(3) If a crisis or emerging event occurs in an area of PA responsibility, the first PAO contacted or on the scene will ensure appropriate information is released as quickly as possible to pertinent audiences. Simultaneously, the PAO will coordinate with the next higher headquarters to define PA responsibilities.

(4) Whenever DOD is supporting other Federal agencies (such as the Federal Emergency Management Agency (FEMA), the Federal Bureau of Investigation, or the Department of Interior on issues not pertaining to ongoing criminal investigations), PAOs will use the operational chain of command to coordinate visits, media opportunities, and information release.

(5) Releasing military intelligence and security related information, photographs, and video and audiotapes must be authorized by INSCOM.

(6) Releasing operational information on all ARSOFs will be coordinated with the USASOC.

#### **5-4. Safeguarding information**

a. Safeguarded information will not be discussed, shown, or made available to unauthorized individuals. All Army personnel must be aware of and support the Army's OPSEC program. Information, materials, or records must be reviewed for OPSEC considerations in accordance with [AR 530-1](#) prior to public release. The staff office or agency providing the information, materials, or records to the PA office for release should accomplish OPSEC reviews.

b. Additionally, releasable information must be accurate and must adhere to published DOD and Army policies.

#### **5-5. Release of Army records**

a. Army records will only be released when approved by the appropriate authority, in accordance with [AR 25-55](#) and [AR 340-21](#). Officials who release Army records will inform their PAOs if the records contain controversial information (denying a request for release of the records will probably be contested or the records will be released to a media representative). The PAOs will then notify their commanders and will contact the OCPA.

b. Records that would be released if requested under the Freedom of Information Act (FOIA) should be released to media representatives when requested through PA channels. This precludes invoking the FOIA and provides timely information to the public. (See AR 25-55, para 1-300.)

## **Frequently Asked Questions for Department of Defense Security and Policy Reviews**

### **What is a security and policy review (pre-publication review)?**

A security and policy review, or pre-publication review, is the process by which information proposed for public release is examined to ensure compliance with established national and DoD policies, and to determine that it contains no classified, controlled unclassified, or export-controlled information. Once the information is cleared by a DoD component or the Office of Security Review (OSR), release to the public is the responsibility of the originating office or individual.

### **Why are these reviews necessary?**

The purpose of the security and policy review is to ensure information damaging to the national security is not inadvertently disclosed. Department of Defense employees and military service members have a lifelong responsibility to submit for pre-publication review any information intended for public disclosure that is or may be based on protected information gained while associated with the Department.

*Note: Public disclosure means disclosure to one or more persons who do not have the appropriate access authorization, security clearance, and need-to-know to receive protected information.*

### **Who must submit materials intended for publication for DoD component or OSR review?**

All current, former, and retired DoD employees and military service members (whether active or reserve) who have had access to DoD information or facilities, must submit DoD information intended for public release to the appropriate office for review and clearance. "DoD information" includes any work that relates to military matters, national security issues, or subjects of significant concern to the Department of Defense in general, such as spy novels or biographical accounts of operational deployments and wartime experiences. Publications about gardening, cooking, sports, crafts, and the like do not need to undergo pre-publication review if there is no association with the author's current or former affiliation with the Department of Defense.

*Reminder: Pre-publication reviews and protection of classified information are a **lifetime** responsibility. Your responsibility does not end when you end your association with the Department of Defense. Unauthorized disclosure of classified information (whether in a printed article, manuscript or book, on a blog, on a public website or provided to the media), even when it appears in the public domain, does not automatically result in declassification of the information. The information remains classified and must be protected until the U.S. government official with original classification authority (OCA) declassifies the information.*



## **What has to go through the security and policy pre-publication review process?**

Any DoD-related material that is intended for publication or dissemination must undergo security and policy pre-publication review. This includes, but is not limited to:

- Books
- Manuscripts and theses
- Biographies
- Articles
- Book reviews
- Audio/video materials
- Speeches
- Press releases
- Conference briefings
- Research papers
- Other media

## **How long will it take?**

Specific timelines are addressed in DoDI 5230.29, para 3, "Time limits." Note that manuscripts should be submitted for pre-publication review early enough to allow at least 30 working days for the review. (Actual review time will vary based on the length, type, and subject of the publication, as well as the number of coordinating organizations involved in the review.)

## **Where do I send my request and what should it include?**

1. DoDI 5230.29, para 2, "Submission Procedures" details what is required. DD Form 1910 and DD Form 1790 are used by active duty personnel and government officials. A letter should be submitted by someone in the private sector and will need to include the following:

- Name (\*see Privacy Act statement below).
- Contact information (address, phone number, and/or e-mail address).
- Information title or subject.
- Three unbound paper copies, or if submitted electronically, one soft copy, of each document in its final form submitted for review.
- Intended audience or publication venue (e.g., SIGNAL Magazine July 2011 issue; May 12, 2011 - U.S. Naval Academy: "The Military Today" briefing to midshipmen; or book prior to submission for publishing). Please include as much detail as possible.
- Specific deadline, if applicable (e.g., date of a conference for a speaking engagement, due date for submission of a research paper).
- Written consent from all-DoD affiliated personnel named in your material, if applicable.

**\*PRIVACY ACT NOTICE:** Collection of this information is authorized in 50 U.S.C. § 402, 50 U.S.C. § 831-835, and Executive Order 13526. The information you provide will be used to verify your identity and review information in your submission that may require protection from public disclosure. Your disclosure of the requested information is voluntary. However, failure to furnish the requested information may delay the pre-publication review of your submission.

2. Completed packages should be forwarded to your DoD component organization for initial review.

For DoD component reviews:

Component Pre-publication Review Office \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Fax number \_\_\_\_\_  
E-mail address \_\_\_\_\_

3. Personnel assigned to the Office of the Secretary of Defense should forward packages to the Office of Security Review (OSR) at the following address:

Standard mail: Department of Defense  
Attn: Office of Security Review  
1155 Defense Pentagon  
Washington, DC 20301-1155

E-mail: NIPR -- [secrev1@whs.mil](mailto:secrev1@whs.mil)  
SIPR -- [ofoisrsr@whs.smil.mil](mailto:ofoisrsr@whs.smil.mil)

Fax: (703) 696-4527

### **How does the review process work?**

The DoD component's security review office (for security and policy review and pre-publication review office) will:

- Confirm the request qualifies as a pre-publication review.
- Confirm that all required information is included in the package (name, publication venue, etc.).
- Review the information to ensure it is unclassified and appropriate for public disclosure.
- Forward to OSR all requests containing information defined under DoDI 5230.29, enclosure (3), paragraph 1.
- Coordinate with other DoD components or offices as necessary.

### **What will happen if I do not submit my material for a review?**

You may be subject to administrative or legal action.

### **How do I check on the status of my submission?**

Contact your organization's pre-publication review office.

**Where can I find DoD policy concerning pre-publication reviews?**

Current DoD issuances governing this can be found at the OSR Website:

[www.dtic.mil/whs/esd/osr/index.htm](http://www.dtic.mil/whs/esd/osr/index.htm)

These include the following:

[DoD Directive 5230.09, Clearance of DoD Information for Public Release](#)

[DoD Instruction 5230.29, Security and Policy Review of DoD Information for Public Release](#)

[DoD 5200.1-R, DoD Information Security Program](#)

**How do I contact the Office of Security Review?**

Telephone: (703) 696-4671

OSR Website: [www.dtic.mil/whs/esd/osr/index.htm](http://www.dtic.mil/whs/esd/osr/index.htm)

E-mail: [secrev1@whs.mil](mailto:secrev1@whs.mil)